

## **APPENDIX 6**

### **TRAINING AND EXERCISES**

#### **I. INTRODUCTION**

##### **A. Purpose**

To establish a training and education program addressing the operational response approaches and agreement framework of the Regional Disaster Plan for Public and Private Organizations in King County document and support components. To assist one another, as partners in the Regional Disaster Plan, in training of appropriate personnel, elected officials and volunteers who will operate under the activation of this plan, understanding of organizational responsibilities, and resource sharing under the parameters of "Direction and Coordination" and the legal and financial agreement. The training coupled with relevant exercises serve to improve the collaborative operational readiness of the partners, through skill development and emergency management enhancement, for an activation of the plan for an intense, localized or widespread regional or catastrophic event in geographic King County.

#### **II. CONCEPT OF OPERATIONS**

##### **A. General**

As signatories to the Regional Disaster Plan, it is vital that all the participating partners have an understanding of theirs and other's roles in the plan, and how we will coordinate together as a region. The effectiveness of the plan and its supporting documents are directly linked to the training, education and exercises on the operational concepts of the plan. These activities validate the operational concepts and resource preparations needed to carry out emergency functions of the Regional Disaster Plan. In addition, participating partners should also conduct training, education and exercises specific to their own internal organizational plans and procedures.

##### **B. Training**

The training program is designed to enhance the proficiency of the participating partners and their personnel in general emergency management subjects, and more importantly train their key players to

the roles and concepts and operations agencies may play when an event justifies the activation of the Regional Disaster Plan. Each individual public, private and nonprofit organization signed to the plan is responsible for creating, training and maintaining to their in-house emergency response plan.

### **C. Exercises and Drills**

1. Exercises are conducted to determine if plans and procedures are operationally sound and to meet the approaches and standards set in the Regional Disaster Plan. Exercises of the Regional Disaster Plan may be conducted collectively as a county region, by zone or individually. Evaluations of exercises will identify strengths and weaknesses encountered during the exercise and may identify necessary changes to the plan and components. In conjunction, training may also be identified to facilitate in overall effectiveness of the plan and its support documents.
2. Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.

### **D. Education**

Education is a vital component in helping future Regional Disaster Plan participant organizations and current signatories understand the purpose and scope of the plan. Collaboratively, signatory organizations are responsible for educating our communities and organization to the purpose, scope and operations of the plan. King County Office of Emergency Management is responsible for assisting potential partners and new signatory agencies with the necessary plan and signatory materials and support to educate their community or organization. The education effort can be accomplished through presentations to public, private and nonprofit organizations that could be involved in and sign on to the Regional Disaster Plan.

## **III. RESPONSIBILITIES**

### **A. General**

1. Signatory partners, through the Regional Disaster Planning Task Force (RDPTF), will collaboratively develop, implement and maintain a training, education and exercise program to ensure all participating partners and personnel understand the

framework, roles and responsibilities of the Regional Disaster Plan. A list of training topics for the Regional Disaster Plan has been pre-identified. (Appendix A, page 4)

2. Each signatory partner is responsible for developing and implementing training, education and exercise program to ensure their own personnel understand their roles and responsibilities addressed specifically in their organization's internal emergency management plan.
3. Signatory organizations to the plan will participate in exercises to validate the components and effectiveness of the Regional Disaster Plan. Exercises should be coordinated with other partners within the geographic county region, specific emergency coordination zones and/or disciplines from organization to organization. A list of exercise topics for the Regional Disaster Plan has been pre-identified. (Appendix A, page 4)

#### **B. All Participating Organizations**

1. Determine organization's training and education needs, specific to the Regional Disaster Plan, in coordination with the other signatory partners through the Regional Disaster Planning Task Force workgroup.
2. Ensure participation of emergency management staff and appropriate personnel in training relevant to the components of the Regional Disaster Plan.
3. Assist in the overall efforts, with the other partners, to continue educating potential participating organizations, elected officials, personnel, and volunteers about the Regional Disaster Plan for Public and Private Organizations in King County.
4. Coordinate emergency management exercise and training activities with the other partners to facilitate in continued regional coordination and relationship building under the plan.

#### **C. Emergency Coordination Zones**

1. Coordinate with associated cities, agencies and organizations within respective zone on a training and education program to ensure an understanding of zone functions and protocols.

2. Coordinate zone function and protocol exercises with associated cities, agencies and organizations within respective zone.

## **APPENDIX 6: TRAINING & EXERCISES**

### **APPENDIX A**

#### ***TRAINING AND EXERCISE TOPICS***

##### **Proposed Training Topics**

- General Overview of Regional Disaster Plan (include operational concepts, triggers, HIVA, ESFs)
- Overview of Zone Protocols and Interaction with King County Emergency Coordination Center (ECC)
- Overview of Emergency Management Principles
- Basics of Incident Command System & Unified Command
- Understanding EOC/ECC Operations (address terminology)
- Specific Zone Protocol Training (include all disciplines in the zone in this training)
- Financial Impacts of the Regional Disaster Plan (address Omnibus, FEMA reimbursement, other funding issues)

*Classes would be offered to all Regional Disaster Plan participants. Some of these classes will be specifically designed, while others are actual State EMD classes that could be offered locally in King County.*

##### **Proposed Exercise Topics**

- Communication Drills (800 MHz, amateur radio, all means of communication we would use in an activation of the RDP)
- Exercise Design & Evaluation class
- Zone Protocol Drills & Tabletops
- ESF Tabletops
- Drill the procedures for Sharing Resources - Prioritization Procedures
- Exercise the Direction & Coordination pieces of the Regional Disaster Plan

*Initially the exercise phase will be Orientation Tabletops and Drills.*